

Windsor, North Carolina
October 20, 2014
Minutes

The Bertie County Board of Commissioners met for their regularly scheduled meeting at 7:00pm in the Commissioners Room located at 106 Dundee Street Windsor, NC. The following members were present or absent:

Present: J. Wallace Perry, Chairman
Charles L. Smith, Vice-Chairman
John Trent
Ronald "Ron" Wesson
Rick Harrell

Absent: None

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah S. Tinkham
Finance Director William Roberson
EMS Division Chief Matt Leicester
Emergency Services Director Mitch Cooper
Network Administrator Joe Wilkes
Assistant County Attorney Jonathan Huddleston
NET Coordinator Kimberly Campbell
Planning Director Traci White
Economic Development Director Steve Biggs

Media members present included Gene Motley of the Roanoke-Chowan News Herald, as well as Thadd White of the Bertie Ledger-Advance.

Chairman Perry opened the meeting and thanked all of those present for their attendance.

INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Trent gave the Invocation and Pledge of Allegiance.

PUBLIC COMMENTS

Kathy Myers of Merry Hill approached the Board with additional concerns regarding the October 16, 2014 public hearing. She stated that she did not feel it was right for the Board to not publicly announce "the death of curbside trash pick-up." Ms. Myers also expressed concern with the Board placing blame on the citizens for not being informed, and that the Commissioners were elected and entrusted to act on behalf of the citizens.

Chairman Perry closed the floor to additional public comments.

Chairman Perry then recognized Commissioner Wesson.

Commissioner Wesson stated that he would like to respond to the public comments made at the latest public hearing.

Mr. Wesson announced that due to the amount of public feedback and support of the current solid waste and recycling convenience sites that he would like to make a **MOTION** to extend the use of the convenience sites, according to the best proposal response once chosen, and to completely “kill” the discussion on curbside solid waste and recycling pick-up. Commissioner Trent **SECONDED** the motion.

Upon the announcement of any needed further discussion by Chairman Perry, Commissioner Harrell asked for clarity on the current motion, and added that all bids are due to the County by November 6th.

With a motion being made and seconded, the **MOTION PASSED** unanimously to approve the motion as discussed.

Chairman Perry also informed all of those present that parliamentary procedure, and the word “tabled”, means that a matter can be brought up at a later date, but that the RFP from Waste Industries regarding curbside trash pick-up had expired six months after its submission.

Chairman Perry stated that the Board would not have been able to act on that RFP unless it were to be re-submitted.

APPOINTMENTS

Announcement of impending merger of court District-6A and District-6B by Hon. Brenda G. Branch and Hon. W. Rob Lewis

Hon. Brenda G. Branch was present to announce the merger of court District-6A and District-6B.

She apologized for Hon. W. Rob Lewis’ absence, as he was on unable to attend at the last minute.

Judge Branch explained the upcoming changes that were to occur between the two districts, as well as the extensive process that was followed to receive feedback and suggestions from all of those who would be affected.

Judge Branch assured the Board that a press release, as well as the new court schedules, would be released in the coming days upon completion of their final reviews.

After a lengthy discussion, the Board thanked Judge Branch for the update.

Roanoke-Chowan Community College update by RCCC President, Dr. Michael Elam

Dr. Michael Elam, President of RCCC, provided the Board with a booklet containing the RCCC President's Annual Report.

The report details recent student successes and achievements, details on the make-up of the student population, student awarded scholarships, as well information about the various projects that have taken place on campus this past year.

Dr. Elam assured the Board that he would continue to be visible and that he would be "listening to you [the Board] in order to provide additional services" to the Bertie County students currently attending RCCC.

Dr. Elam also reminded the Board of RCCC's partnership with the Bertie County Economic Development Department and its collaboration with the Kenan Institute.

Lastly, Dr. Elam thanked the Board for their reinvestment into the community college during the latest budget cycle, and assured them he would always be available to hear any of the Board's questions or concerns.

Planning Director, Traci White – presenting proposed revisions to the draft Manufactured Home Park Ordinance as recommended by the Planning Board subsequent to April 21, 2014 Public Hearing

Planning Director, Traci White, and Assistant County Attorney, Jonathan Huddleston, provided the Board with a brief overview of the changes that have been made to the draft Manufactured Home Park Ordinance in response to the April 21, 2014 Public Hearing.

Mr. Huddleston and Mrs. White briefly walked the Board through a previously provided outline, and the Board discussed the changes as needed.

After some discussion, County Manager Sauer inquired about the Board's desired next steps regarding this ordinance.

Mr. Sauer suggested that the Board allow Mrs. White and Mr. Huddleston continue to polish the current draft as discussed, and have another draft ready for review and approval at another public hearing in the near future.

The Board agreed, and a public hearing date was set for Monday, November 17, 2014 at 7:00pm in tonight's meeting location. The public hearing will take place during the Board's regularly scheduled meeting.

BOARD APPOINTMENTS

Latest Board Vacancy Advertisement – Bertie Ledger-Advance

The Board received a copy of the latest Board vacancy advertisement. There was no action needed on this item.

CONSENT AGENDA

Approve minutes for Regular Session 10-6-14

Vice Chairman Smith made a **MOTION** to approve minutes for Regular Session 10-6-14. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Approve minutes for Closed Session 10-6-14

These minutes were deferred in order to receive feedback from the County Attorney.

Memorandum of Correction for Regular Session 9-8-14

County Manager Sauer informed the Board that an error had been discovered in 9-8-14 regular session minutes.

The section of the minutes in question did not accurately reflect Board action, and upon further research, a vote was needed by the Board to amend the previously approved minutes.

County Manager Sauer explained that an error was made in the documentation of a motion within the September 8, 2014 official minutes of the Bertie County Board of Commissioners.

A motion was made by Commissioner Harrell to hold a public hearing to discuss a 6 year contract extension with Waste Industries for the current solid waste and recycling convenience sites. The motion was seconded by Vice Chairman Smith.

The minutes from September 8, 2014 mistakenly reflect a unanimous decision in favor of the public hearing, but it has recently come to County Manager Sauer's attention that there was opposition of this motion resulting in a 3-2 vote with Commissioner Trent and Commissioner Wesson in objection.

County Manager Sauer stated that after a thorough look back into staff notes and the meeting's audio recording that the official record should reflect that the consideration of the motion resulted in a 3-2 vote.

After some discussion, Commissioner Wesson made a **MOTION** to amend the 9-8-14 minutes as recommended by the County Manager. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

DISCUSSION AGENDA

EMS Update

Emergency Services Director, Mitch Cooper, asked Matt Leicester to provide the EMS Update.

EMS Division Chief, Matt Leicester, provided the Board with a handout regarding the latest quarterly and yearly data available in regards to EMS calls.

In summary, from October 1, 2013-September 30, 2014, Bertie County EMS answered 3,373 calls with an average chute time of 79.62 seconds. The average response time for the calendar year was 10.25 minutes. Additionally, 94% of all calls were addressed by EMS personnel on scene in less than 20 minutes.

Additionally, Mr. Cooper asked NET Coordinator Kimberly Campbell to provide an update in regards to her department.

Ms. Campbell stated that the NET division had conducted a total of 89 calls so far with an average of 1.2 calls per day.

The Board inquired about the amount of calls needed per day to “break even” on the County’s investment.

County Manger Sauer stated that 5 calls were needed per day to break even.

Mr. Cooper stated that a large portion of the 89 calls conducted required longer distances to travel into different counties, and that those calls tend to make up the difference. For example, one round trip to Greensboro may generate revenue equivalent to three local transports.

Lastly, Mr. Cooper informed the Board that he was currently in contact with Colleton; the NET Department’s billing company, to come before the Board at their next meeting to provide an overview of the current revenue associated with the NET Department.

Review EMS Personnel Handbook and 2014 Standard Operating Guidelines

Emergency Services Director, Mitch Cooper, provided the Board with copies of the latest draft of the EMS Personnel Handbook and 2014 Standard Operating Guidelines, and requested feedback from the Board on where the Department should move from here.

The Board acknowledged that more time was necessary to review the entire manual, and that they would like additional time to review it before approving it for use for new employees.

The Board also requested that Mr. Cooper submit the current draft to the County Attorney for their review.

The consensus was to defer this matter until another meeting.

In response to current events, Mr. Cooper addressed the Board regarding concerns of Ebola, and the plan of action if EMS staff were to come in contact with an Ebola stricken patient.

Mr. Cooper explained that Tyvex suits, masks, and other needed safety materials had been ordered to equip ambulance vehicles with the proper protection.

In addition, Mr. Cooper reported the he was in close contact with Vidant Bertie Hospital, and that a mock scenario would be conducted between the hospital, and Bertie EMS staff. The scenario would accurately depict the process and safety precautions needed for all parties to care for an Ebola stricken patient effectively while remaining safe from infection.

Mr. Cooper asked the Board for their patience as an Ebola case would take one of his ambulance vehicles out of service for at least four days in order to conduct the appropriate decontamination processes effectively.

In closing, Mr. Cooper stated that EMS is looking to be proactive in this matter, and prepared to address it at any time if there were to be a case of Ebola in the County.

Road Name Change Requests

The Board received two Road Name Change requests in their electronic agenda packets.

Mr. Sauer reiterated to the Board that the County was still waiting to receive a more finely tuned Road Name Change Policy from the County Attorney, and that these items, for now, were purely informational.

County Manager Sauer stated that these will be the first two Road Name Change applications that will be reviewed under the new policy upon its completion.

Legislative request for support – local franchise new car and truck dealers

County Manager Sauer presented this item as an informational piece, and stated that if the Board would like to support the measure, then they could visit the website address provided.

COMMISSIONERS REPORTS

Commissioner Wesson informed the Board the he had been invited to attend the Coastal Resources meeting in Wilmington, NC. Mr. Wesson stated that the event will allow local County officials to work closely with Governor Pat McCrory on issues plaguing each of their counties.

The Commissioners had no remarks at this time.

COUNTY MANAGER'S REPORTS

County Manager Sauer invited Finance Director, William Roberson, to provide a brief financial report to the Board.

The Board received a copy of the financial report, and Mr. Roberson briefly explained the findings in the report.

Additionally, County Manager Sauer reminded the Board of the 1st Annual Local Elected Officials meeting at the Cashie Convention Center on Thursday, October 23, 2014 at 6:00pm.

County Manger Sauer also requested a brief Closed Session pursuant to N.C.G.S. § 143-318.11(a)(3) and N.C.G.S. § 143-318.11(a)(6).

COUNTY ATTORNEY'S REPORTS

The Assistant County Attorney had no remarks at this time.

PUBLIC COMMENTS CONTINUED

There were no Public Comments in this section.

CLOSED SESSION

By request of County Manager Sauer, Commissioner Trent made a **MOTION** to go into Closed Session pursuant to N.C.G.S. § 143-318.11(a)(3) to consult with the County Attorney in order to preserve the attorney-client privilege that exists between the attorney and this public body and N.C.G.S. § 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of employment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board shifts into Closed Session.

Commissioner Trent made a **MOTION** to return to Open Session. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

RECESS

Chairman Perry recessed the meeting until 12:00pm (noon) on Tuesday, October 21, 2014 at The Town House Restaurant.

J. Wallace Perry, Chairman

Sarah S. Tinkham, Clerk to the Board